

Abstinence Education Program

Department of Health and Social Services - Program 34

I. PROGRAM OBJECTIVES

The objective for the community based Abstinence Education program is to provide abstinence education to primarily middle school students through the use of high school teen educators (utilizing the Postponing Sexual Involvement curricula.) [grants provide funds to educate adolescents about the advantages of abstinence from sexual activity.] Services are designed to be community based and to be consistent with federal guidelines for abstinence education.

II. PROGRAM PROCEDURES

Funds are appropriated for grants to **community based** nonprofit **organizations**. [corporation or political entities to support this type of service. It is expected that the grantee will have additional revenue sources in addition to the state grant.]

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirements

Grantees providing **community based** abstinence education [services] are funded from multiple sources. Expenses are related to staff salaries and benefits, **facilities** [building maintenance (utilities)], teaching (individual and group setting), counseling and health promotion supplies and transportation for student training. Funds are to be used in the above categories as identified in the approved budget and special conditions. Federal abstinence definitions are included in the Abstinence Education Request for Proposals.

Suggested Audit Procedures

Review:

1. Contract or final Notification of Grant Award (NGA) including all conditions;
2. Grant/contract revisions and related transmittal letters;
3. Licenses, certifications, approvals, status of private nonprofit corporation if applicable;
4. Budget documents including final revised budget and budget narrative; and
5. Test financial and related records and determine that funds expended were for purposes specified in the grant/contract.

Compliance Requirements

Costs allowed or unallowed under this program are determined by 7 AAC 78 as well as contract or budget document and special conditions.

Suggested Audit Procedures

- Review Department of Health and Social Services' grant regulations 7 AAC 78 and budget documents;
- Test financial and related records to determine the appropriateness of cost per 7 AAC 78; and
- Determine whether expenditures are within the budget limits prescribed by 7 AAC 78.260(e)(1).
- Determine whether match was from non-federal source of funds.

B. ELIGIBILITY

Compliance Requirement

The auditor is not expected to verify eligibility.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

Compliance Requirement

There is a required local match of three non-federal dollars for every four federal abstinence education dollars awarded (75% non-federal match).

Documentation of the match and assurance that all matched funds and other resources used to support the activities in the project are used in a manner that is consistent with the federal abstinence education definition.

D. REPORTING REQUIREMENTS

Compliance Requirement

The agency must submit quarterly activity and expenditure reports no later than thirty days after the close of each quarter or as specified in the grant/contract.

Suggested Audit Procedures

- Confirm if such reports are being filed timely;
- That reported revenues and expenditures agree with the agency's general ledger; and
- That expenditures are within the budget limits or contract provisions.

Compliance Requirement

Agency Audited Financial Statements must present a statement of revenue and expenditures for each state grant/contract. Such statements must show, for each state fiscal year grant, the final approved budget by line item category, actual

revenues and expenditures and variance between budgeted and actual revenues and expenditures. Disallowed or questioned costs must be clearly disclosed.

Suggested Audit Procedure

- Review audited financial statements for compliance with above.

Compliance Requirement

The agency must clearly show on their audited financial statement any outstanding liability to the state as payable to the state. This includes unspent grant funds or disallowed costs.

Suggested Audit Procedures

- Determine whether or not the agency has any outstanding liability to the state; and
- Review audited financial statements to ensure proper presentation.

E. SPECIAL TESTS AND PROVISIONS

Compliance Requirement

The agency must act upon any recommendations made by program site review.

Suggested Audit Procedures

- Obtain copy of program site review; and
- Determine if recommendations in the site review are being implemented.

Modified 5/02